



ADMINISTRATION AND
MANAGEMENT

OFFICE OF THE SECRETARY OF DEFENSE
1950 DEFENSE PENTAGON
WASHINGTON, DC 20301-1950

December 4, 2007

MEMORANDUM FOR COMMITTEE MANAGEMENT SECRETARIAT
GENERAL SERVICES ADMINISTRATION

SUBJECT: Committee Charter Consultation – Defense Business Board

The Department of Defense, pursuant to the Federal Advisory Committee Act of 1972 (5 U.S.C., Appendix, as amended) and 41 CFR, § 102-3.60, intends to renew the charter for the Defense Business Board (Attached).

This discretionary advisory committee provides the Department of Defense independent advice and recommendations on effective strategies for the implementation of best business practices of interest to the Department of Defense. The ultimate objective of this advice is to enhance the efficiency and effectiveness of organizational support to the nation's warfighters.

The Defense Business Board shall be composed of approximately twenty members, who are eminent authorities in the fields of management, production, logistics, personnel leadership and defense industrial base. To capitalize upon synergies among the Defense Policy Advisory Board and the Defense Science Board, the Secretary of Defense has directed that their chairpersons shall be appointed as non-voting members of the Defense Business Board, and that their appointment shall not count toward the Board's total membership..

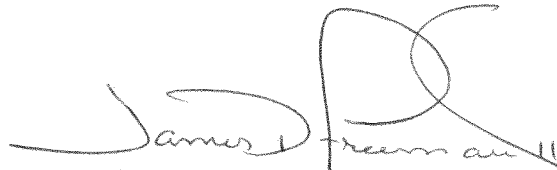
Board Members appointed by the Secretary of Defense, who are not Federal officers or employees, shall serve as Special Government Employees under the authority of 5 U.S.C. § 3109. Board Members shall be appointed on an annual basis by the Secretary of Defense, and with the exception of travel and per diem for official travel, they shall serve without compensation. The Secretary of Defense may invite other distinguished Government officers to serve as non-voting Observers of the Board, and appoint consultants, with special expertise, to assist the Board on an ad hoc basis.

The Defense Business Board shall continue to operate under the provisions of the Federal Advisory Committee Act, the Government in the Sunshine Act of 1976 (5 U.S.C. § 552b, as amended), and 41 CFR, §§ 102-3.5 through 102-3.185. In addition, the committee is aware that: (a) it must maintain its official records according to section 2, General Records Schedule 26 and appropriate DoD policies and procedures; and (b)

these records shall be available for public inspection and copying, subject to the Freedom of Information Act of 1966 (5 U.S.C. § 552, as amended).

Prior to submitting a Federal Register notice and subsequently filing the renewed charter with the Library of Congress and the appropriate congressional committees, the Department of Defense respectively requests that the Committee Management Secretariat review and approve the charter (attached). The charter has been reviewed and approved by the Office of the General Counsel for the Department of Defense.

If you should have any questions about this charter please contact me at 703-601-2554, extension 128.

A handwritten signature in black ink, appearing to read "James D. Freeman II", with a large, stylized flourish at the end.

James D. Freeman II
Deputy Committee Management
Officer for the Department of Defense

1 Attachment
As stated

CHARTER DEFENSE BUSINESS BOARD

- A. Official Designation: The Committee shall be known as the Defense Business Board (hereafter the Board).
- B. Objectives and Scope of Activities: The Board, under the provisions of the Federal Advisory Committee Act of 1972, as amended, shall provide the Secretary of Defense, through the Deputy Secretary of Defense, independent advice and recommendations on effective strategies for the implementation of best business practices of interest to the Department of Defense. The ultimate objective of this advice is to enhance the efficiency and effectiveness of organizational support to the nation's warfighters.
- C. Committee Membership: The Board shall be composed of approximately twenty members, who are eminent authorities in the fields of management, production, logistics, personnel leadership and defense industrial base. The chairpersons of the Defense Policy Advisory Board and the Defense Science Board shall be appointed as non-voting ex-officio members of the Defense Business Board and their appointment shall not count toward the Board's total membership.

Board Members appointed by the Secretary of Defense, who are not Federal officers or employees, shall serve as Special Government Employees under the authority of 5 U.S.C. § 3109. Board Members shall be appointed on an annual basis by the Secretary of Defense, and with the exception of travel and per diem for official travel, they shall serve without compensation.

The Secretary of Defense may invite other distinguished Government officers to serve as non-voting Observers of the Board, and appoint consultants, with special expertise, to assist the Board on an ad hoc basis.

- D. Committee Meetings: The Board shall meet at the call of the Designated Federal Officer, in consultation with the Chairperson, and the estimated number of Board meetings is four per year.

The Designated Federal Officer shall be a full-time or permanent part-time DoD employee, and shall be appointed in accordance with established DoD policies and procedures. The Designated Federal Officer and/or Alternate Designated Federal Officer shall attend all Board and subcommittee meetings.

The Board shall be authorized to establish subcommittees, as necessary and consistent with its mission, and these subcommittees or working groups shall operate under the provisions of the Federal Advisory Committee Act of 1972 (5 U.S.C., Appendix, as amended), the Sunshine in the Government Act of 1976 (5 U.S.C. § 552b, as amended), and other appropriate Federal regulations.

Such subcommittees or workgroups shall not work independently of the chartered Board, and shall report all their recommendations and advice to the Board for full deliberation and discussion. Subcommittees or workgroups have no authority to make decisions on behalf of the chartered Board nor can they report directly to the Department of Defense or any Federal officers or employees who are not Board Members.

- E. Duration of the Committee: The need for this advisory function is on a continuing basis. However, it is subject to renewal every two years.
- F. Agency Support: The Department of Defense, through the Washington Headquarters Services and the Office of the Deputy Secretary of Defense, shall provide administrative and support services as deemed necessary for the performance of the Board's functions, and shall ensure compliance with reporting requirements of 5 U.S.C., Appendix, as amended.

Additional information and assistance, as required, may be obtained from other components of the Department of Defense with contracting authority, support contractors, including DoD Federally Funded Research and Development Centers for studies and analysis support.

- G. Termination Date: The Board shall terminate upon completion of its mission or two years from the date this Charter is filed, whichever is sooner, unless it is extended by the Secretary of Defense.
- H. Operating Costs: It is estimated that the total annual operating costs, to include staff salaries, travel costs and meeting and contract support is approximately \$600,000.00. The estimated annual personnel costs to the Department of Defense are three (3) full-time equivalents (FTE).
- I. Charter Filing Date: